



Franklin County  
Department of Job and Family Services  
1721 Northland Park Ave.  
Columbus, Ohio 43229

## **J O B   A N N O U N C E M E N T**

**POSITION TITLE:** Administrative Officer (Non-Bargaining) **PCN:** 100670

**DEPARTMENT/LOCATION:** Quality Support Services/Northland **P. R.:** N17

**REPORTS TO:** Chief Legal Counsel

**RESPONSIBILITIES:** Direct and administer activities and projects related to agency compliance with federal and state regulations regarding public and medical assistance benefits programs. Design, recommend, and implement administrative policies and procedures as they relate to agency compliance. Coordinate compliance related activities across agency departments. Create systems designed to monitor and evaluate the effectiveness of the agency programs in reaching compliance standards. Assist in gathering information for and responding to audits and reviews of various public and medical assistance benefits programs. Develop and coordinate research, best practices, focus groups, and other research to gather necessary data. Serve as agency coordinator for various activities. Attend meetings and participate in special project committees. Direct and administer systems designed to monitor and improve compliance. Maintain a comprehensive knowledge of program regulations and laws governing the public and medical assistance benefits program.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in business or related field with three (3) years of office administration or related experience; or any equivalent combination of training and experience.

**STARTING SALARY:** \$26.14 per hour. 180 day probationary period.  
Plus a Comprehensive Benefits Package

**DATE POSTED:** Friday, June 5, 2015

**DEADLINE TO APPLY:** Thursday, June 18, 2015

If interested, please go to [www.franklincountyohio.gov/Commissioners/hr](http://www.franklincountyohio.gov/Commissioners/hr) and apply on-line.

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